

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

January 14, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Pickens or Oconee County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, January 28, 2020.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at RPS@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

https://admin.sc.gov/real_property/forms

Sincerely,
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
CLEMSON UNIVERSITY'S FACILITIES DIVISION
OFFICE SPACE IN PICKENS OR OCONEE COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – Clemson University — Facilities Division
EXAMPLES OF CRITERIA**

- Location: Pickens or Oconee County
 - Prefer proximity to Clemson's Cooper Library: (116 Sigma Dr, Clemson, SC 29634)
- Expected occupancy date: Flexible
- Total space needed is approximately 36,000 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - **Personnel Areas**—Space to accommodate 132 employees in private offices or large cubicles:
 - Ten (10) executive offices of approximately 180 square feet each
 - Sixteen (16) standard offices of approximately 120 square feet each
 - Open floor area of approximately 4,582 square feet to accommodate 106 cubicles of various sizes: (Cubicles to be provided by Landlord)
 - Eighty-four (84) workstations of approximately 48 square feet each
 - Twenty-two (22) small workstations of approximately 22 square feet each
 - **Standard Support Areas:**
 - Two (2) large reception areas, to accommodate up to 12 people at a time, of approximately 200 square feet each
 - Three (3) small-sized reception areas, to accommodate up to 2 people at a time, of approximately 50 square feet each
 - One (1) medium-sized reception area, to accommodate up to 6 people at a time, of approximately 100 square feet
 - One (1) small break room with seating for up to 4 people, of approximately 120 square feet
 - One (1) large break room with seating for up to 10 people, of approximately 200 square feet



- Two (2) beverage alcoves (6 linear feet of cabinet with U.C. refrigerator, sink, and microwave) of approximately 24 square feet each
- Four (4) print alcoves (8 linear feet of upper and lower cabinets for supply storage and printer) of approximately 40 square feet each
- Two (2) copy/print/supply rooms for dedicated floor mounted printer and storage of approximately 120 square feet each
- Two (2) copy/print/mail/supply rooms for dedicated floor mounted printer, storage, and mail slots, of approximately 200 square feet
- Four (4) IT closets with wall mounted racks, of approximately 40 square feet each
- Four (4) LAN rooms with floor mounted racks, of approximately 100 square feet each
- Two (2) storage closets, of approximately 50 square feet each
- Two (2) small storage rooms, of approximately 120 square feet each
- Two (2) medium storage rooms, of approximately 180 square feet each
- Two (2) large storage rooms, of approximately 250 square feet each
- One (1) board room of approximately 600 square feet, to accommodate up to 20 people at time
- Five (5) large-sized conference rooms of approximately 350 square feet each to accommodate up to 12 people at a time
- Three (3) medium-sized conference rooms of approximately 250 square feet each to accommodate up to 8 people at a time
- Four (4) small-sized conference rooms of approximately 120 square feet each to accommodate up to 4 people at a time
- Five (5) focus rooms of approximately 50 square feet each
- An open area of approximately 135 square feet to accommodate fifteen (15) file cabinets of approximately 9 square feet each
- Four (4) work rooms with work surface and storage of approximately 120 square feet each
- **Special Support Areas:**
 - One (1) main reception area of approximately 600 square feet
 - Three (3) service counters of approximately 50 square feet each
 - Twenty (20) waiting area seats of approximately 15 square feet per seat
 - Four (4) interview rooms of approximately 100 square feet each
 - Twenty (20) public use computer carrels of approximately 30 square feet each
 - One (1) shop and shop service of approximately 1,150 square feet
 - Two (2) vaults of approximately 400 square feet each
 - One (1) computer lab/training room of approximately 500 square feet
 - Two (2) kitchens of approximately 110 square feet each
 - One (1) auditorium of approximately 1,250 square feet



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- One (1) large storage space of approximately 2,000 square feet
- One (1) main lobby / auditorium pre-function space of approximately 1,500 square feet
- Four (4) conference service spaces of approximately 100 square feet each
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency. Must have wired, wireless, VOIP phone connections. Access to Clemson University campus utilities, CAT-6 cabling, and fiber optic networking.
- Building should be accessible 24/7/365.
- 246 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 10 year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, January 28, 2020.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Clemson University (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-1617 or 803-737-0644
FAX: 803-737-0592
EMAIL: RPS@admin.sc.gov

